

**CONFIDENTIAL**

27 September 1951

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR TRAINING (COVERT)

SUBJECT: Weekly Activity Report, Staff Training;  
20-27 September 1951

1. Progress Report, Old Projects. No new developments.

2. Items of Current Interest.

a. The survey of instructor housing requirements in the vicinity of [ ] has been completed, and an analysis of the reports received from the Housing Committee is now in progress.

b. Modification of the Administration Course evaluation form has been completed.

c. [ ] GPD, attended three classes in Staff Training during the past week for the purpose of obtaining a more accurate understanding of the type of instructor personnel required by TRC.

3. New Projects during Week.

a. [ ] had a meeting with [ ] of OPC on 25 September 1951, in connection with the development of the interim training program.

b. A staff study was completed concerning the volume of typing required to complete Staff Training's lesson plan folders, and it was clearly indicated that there is a necessity for additional stenographic assistance in TRC.

c. A project for the review and analysis of duplication within the Common Instruction courses of Staff Training has been initiated in order to eliminate undesirable repetition in these courses.

4. Items of Administrative Interest. None.

[ ]  
Deputy for Staff Training

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